

# Claim for Reimbursement

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Customer Service Department]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear Customer Service Team,

I am writing to formally request reimbursement for the inconvenience caused due to the prolonged service outage that occurred on [insert dates of outage]. During this period, I was unable to access [describe service impacted, e.g., internet, phone, etc.], which significantly affected my daily activities and responsibilities.

As per my service agreement, I understand that I am entitled to a form of compensation for service interruptions exceeding [insert duration]. I have attached relevant documentation, including [insert list of documents, e.g., service agreements, outage details, etc.], for your review.

I kindly request that you process my reimbursement at your earliest convenience and inform me of any further steps needed to finalize this claim.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]